



U.S. Department of State

OMB APPROVAL NO. 1405-0089
EXPIRATION DATE: 06-30-2006
ESTIMATED BURDEN: 9 MINUTES ***NOTIFICATION OF CHANGE
IDENTIFICATION CARD REQUEST**

(SUPPLEMENTAL TO DS-2003, DS-2004, DS-2005)

TO: Secretary of State, Attention - Office of Protocol**1. PRINCIPAL'S FULL NAME***(a) Surname (last)**(b) Given Name (First)**(c) Middle**(e) Suffix***2. PERSONAL IDENTIFICATION NUMBER (PID) If Available****3. TITLE OR POSITION****4. DATE OF BIRTH (mm-dd-yyyy)****5. COUNTRY AND TYPE OF MISSION****6. LOCATION**
*(City)**(State)***7. VISA STATUS**

Please check appropriate item(s) and provide information, as specified in instructions, in the remarks area. Incomplete forms will be returned.

I. NOTIFICATION OF CHANGE**A. CHANGE OF NAME****H. ARRIVAL OF CHILDREN AT LATER DATE****B. CHANGE OF DUTY ADDRESS AND PHONE NUMBER****I. MARRIAGE****C. CHANGE OF TITLE/POSITION AND EFFECTIVE DATE****J. DIVORCE****D. CHANGE OF RESIDENCE ADDRESS AND PHONE NUMBER****K. BIRTH****E.. CHANGE OF VISA STATUS****L.. DEATH OF FAMILY MEMBER****F. CHANGE OF NATIONALITY/ISSUANCE OF GREEN CARD****M. PERMANENT DEPARTMENT OF SPOUSE/CHILDREN****G.. ARRIVAL OF SPOUSE AT LATER DATE****N. OTHER CHANGES****II. REQUEST FOR IDENTIFICATION CARD****REQUEST IS FOR:** NEW REPLACEMENT RENEWAL.

(Attach DS-2007 Continuation Sheet if items G, H, or I checked above.)

Anticipated Departure Date if Known**REMARKS:****SIGNATURE OF PRINCIPAL****DATE (mm-dd-yyyy)****TYPED NAME AND SIGNATURE OF APPROVING OFFICIAL****DATE (mm-dd-yyyy)****CONTACT TELEPHONE NO.****PRIVACY ACTS and PAPERWORK REDUCTION ACT STATEMENTS**

The Privacy Act of 1974, as amended, 5 U.S.C. 552a, contains provisions regarding the maintenance, collection, use, and dissemination of information about United States citizens and aliens lawfully admitted for permanent residence in the United States. The following information is provided in accordance with subsection (e)(3) of the Privacy Act.

AUTHORITIES: Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e(a)).**PURPOSE:** The principal purpose for the collection of this information is to implement various provisions of the above-cited authorities which are predicated upon acceptance by the U.S. Department of State.**ROUTINE USES:** The principal users of this information are offices within the U.S. Department of State, including but not limited to, the Office of Protocol, the Office of Foreign Missions, and the Office of Visa Services. In response to inquiries from law enforcement agencies, the Office of Protocol may confirm status as recognized by the U.S. Department of State. Information may also be provided to other government agencies having statutory or other lawful authority to maintain such information. Certain information specifically related to the operation and activities of the Executive Council on Foreign Diplomacy or The Hospitality and Information Service (THIS) may be provided to those organizations. Names of the members of the diplomatic staff, office addresses, titles, and names of spouses are published quarterly in the *Diplomatic List*, U.S. Department of State Publication 10424. Names of Consular Officers, titles, and office addresses are published semiannually in *Foreign Consular Offices in the United States*, U.S. Department of State Publication 10277.

Submission of these forms is mandatory. Failure to provide any of the requested information may prevent acceptance and the extension of benefits to principals or family members as provided in the above-cited authorities.

(Embassy Seal)

*Public reporting burden for this collection of information is estimated to average 9 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. In accordance with 5 CFR 1320.5(b), persons are not required to respond to the collection of this information unless this form displays a currently valid OMB control number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/RPS/DIR) Washington, DC 20520.

INSTRUCTIONS FOR COMPLETING FORM DS-2006, NOTIFICATION OF CHANGE/IDENTIFICATION CARD REQUEST

Read all instructions before completing this Notification of Change.

This form should be used: (1) to update information (or include information not previously provided) on the original notification form, e.g., DS-2003, DS-2004, DS-2005, or (2) to request identification cards in accordance with Part II below. Failure to provide the Office of Protocol with up-to-date information may delay the issuance of identification cards, tax exemption cards, customs clearances, drivers' licenses, license plates, etc. **PLEASE TYPE ALL ANSWERS.**

- 1** Enter the principal's full name as originally notified to the Department, in the order specified: (a) surname or family name; (b) first name or given name; (c) middle name; (d) suffix, such as Jr. or Sr.
- 2** Enter the principal's State Department Personal Identification Number (PID), if available, as given on the principal's accreditation letter, e.g., 1001-1001..
- 3** Enter the principal's title as given on notification form. If no title, give position, include military rank if applicable.
- 4** Enter the principal's date of birth. Give date as: mm-dd-yyyy, e.g. 09-07-1955.
- 5** Enter country name of principal's mission, e.g. Ruritania; and type of mission, e.g., Embassy, OAS Mission, Consulate General, Honorary Consulate, Miscellaneous Foreign Government Office, etc.
- 6** Enter city and state where principal's mission or office is located.
- 7** For ID application only, enter principal's visa status in the United States in box, e.g. A-1 or G-1, etc., if on a nonimmigrant A or G visa; "LPR" if a Legal Permanent Resident Alien, or "USC" if a United States Citizen.

Part I. Notification of Change

Please check all appropriate items and provide information, as specified in the instructions, in the Remarks section.

Item A. Enter new full name in the same order as given in item number 1. If change is for other than marriage or divorce, please provide reason for change and supporting documents (copy of court order, name page in passport, etc.). NOTE: Changes may in some cases require the issuance or reissuance of State Department documents, e.g., identification card, tax exemption card, driver's license, which must be applied for separately.

Item B. Enter new duty address, including name of new office or mission. Give full street address, including type of street, e.g. Ave., Blvd., etc., city, state, ZIP code, and telephone, area code, phone number, and extension. NOTE: Prior notification to the Department's Office of Foreign Missions may be required before property may be purchased, leased, or occupied.

Item C. Enter new title or position, e.g., Second Secretary; Economic Officer. Include military rank, if applicable; and effective date of change. If change involves replacement of existing personnel, please give name of predecessor and termination date. NOTE: This form should not be used to change from one job category to another, e.g., employee to diplomat; service to administrative staff, servant to service staff, employee to consular officer, etc. A new DS-2003, DS-2004, or DS-2005 should be completed.

Item D. Enter new residence address, e.g., street address, including type of street, e.g. Ave., Blvd., etc., city, state, ZIP Code; and area code and phone number.

Item E. Enter full name as provided on notification form, and new visa status, e.g., A-1, A-2, A-3, G-1, etc. Attach copy of entry/departure form I-94 front (and back if annotated). A-3 and G-5 visa holders provide expiration date of new visa.

Item F. Enter full name as provided on notification form, and new nationality. If change is to Permanent Resident Alien status include copy of "green" card. Also new visa status, or changes if applicable.

Item G. Attach DS-2007

Item H. Attach DS-2007.

Item I. Attach copy of marriage certificate and DS-2007. Check item A if new surname of principal and item D if new residence.

Item J. Enter former spouse's full name, as provided on notification form and include date of divorce decree. Also check item A of new surname of principal and item D if new residence.

Item K. Attach DS-2007. Include birth certificate if born in U.S.

Item L. Enter deceased family member's full name, as provided on notification form; and date of death.

NOTE: Submit Form DS-2008 for deceased principal.

Item M. Enter full name of spouse or child and indicate date of final departure. All State Department identification documents must be returned.

Item N. Enter other changes.

Part II. Identification Card Request

Indicate whether the request is for a new or replacement or renewal of an existing identification card. Attach DS-2007 Continuation Sheet if Items G, H, or I were checked in Part I. Indicate reason for replacements. If request is for replacement or renewal for spouse and/or dependent (s), set forth in remarks: surname; given name; middle initial; date of birth; relation and visa status.

Remarks: This area is used to detail items checked above. If more space is needed, use an additional sheet of blank paper, typing principal's name, PID and mission at the top and attach to form.

The completed form should be signed and dated by the Chief of Mission or authorized deputy, and the Embassy seal affixed. (If requesting ID, principal also must sign.) Give telephone number of office which can be contacted for further information, if necessary.

Submit the form (original and one copy) and attachments to

Office of Protocol
U.S. Department of State
Production Unit, State Annex 33
3507 International Place, NW
Washington, DC 20008-3034